



LEGISLATIVE EXTERNSHIP OPPORTUNITIES

The Bill of Rights, the Hawaii Constitution and civil rights laws would only be well-meaning promises if people did not fight to protect them. The American Civil Liberties Union (ACLU) is the only national organization dedicated to defending and expanding the civil liberties of *all* people.

During each session of the Hawaii Legislature and year-round at all levels of government, the ACLU of Hawaii works to persuade our government officials to pass legislation that protects civil liberties. The ACLU of Hawaii Legislative Program invites applications for Legislative externships. Our externship program is designed to offer students an opportunity to experience the day-to-day operations of the ACLU of Hawaii's Legislative Program. Students will provide lobbying support and assist with various civil liberties initiatives and will work closely with and be supervised by our Legislative Coordinator.

DUTIES:

- Assist legislative staff in identifying and monitoring legislation affecting civil liberties
- Conduct research on civil liberties legislation and prepare memoranda analyzing the implications of legislative proposals on civil liberties
- Assist in researching, drafting and presenting ACLU of Hawaii testimony
- Identify potential coalition members, organize efforts and attend coalition meetings as necessary
- Attend meetings of the ACLU of Hawaii Legislative Working Group
- Attend legislative hearings and prepare written reports on actions
- Meet with members of the Legislature and other government bodies
- Research and write issue statements for inclusion on the ACLU of Hawaii's web page, newsletters and/or action alerts

BENEFITS:

- Hands-on experience working on real legislative issues
- Improve research and writing skills and receive extensive feedback
- Learn about the legislative process and develop strong lobbying skills
- Learn about and work on a wide variety of civil liberties issues
- Experience testifying before the Legislature (when in session) and other government bodies
- Relaxed work environment and flexible hours

Apply for a legislative externship with the ACLU of Hawaii today – because freedom cannot protect itself.

HOW TO APPLY

Although applications are accepted year-round, positions are limited and fill up quickly. Prospective

externs should apply for the externship period they are interested in as soon as possible. Send the following documents to Laurie Temple, Staff Attorney, ACLU of Hawaii, P.O. Box 3410, Honolulu, HI, 96801 or email to office@acluhawaii.org.

- **A cover letter**, including the externship period you are interested in (i.e. Summer, Fall, Spring), days and hours available, previous externship or volunteer experience, any skills that are particularly suited for the externship position you are seeking and contact information
- **A resume**, and
- **A writing sample**.

The ACLU of Hawaii is a private, non-profit, non-partisan organization which shares a common national agenda with ACLU affiliates and chapters across the country. The national ACLU, which binds these affiliates, is headquartered in New York City and has a nationwide membership of more than 500,000 people. The ACLU of Hawaii sets its own local agenda in response to local community issues.

For the past 40 years, the ACLU of Hawaii has employed a dynamic mixture of strategies to accomplish our goal of ensuring constitutional rights and freedoms. In addition to the direct litigation for which the ACLU of Hawaii has been known over the past four decades, we engage in public education, inform the media and educate and lobby members of the legislature. Today in Hawaii we are at the forefront of every civil liberties battle in the state – ranging from the rights of lesbian, gay, bisexual and transgender individuals to the rights of people experiencing homelessness to the rights of incarcerated individuals to the right all people to be treated equally.

The work of the ACLU of Hawaii is done on a small operating budget by a full-time staff of five, a board of directors, dedicated volunteers, cooperating attorneys and committees.

The ACLU of Hawaii is an equal opportunity & affirmative action employer. All interested individuals, including women, people of color, LGBT persons and people with disabilities are encouraged to apply.